



School Improvement Grant

Michigan Electronic Grant System *Plus* (MEGS+)



MODIFYING USERS in MEGS+ for SIG Applications

**School Improvement Support Unit
Office of Education Improvement and Innovation**

April 2015

Adding a User to a School Improvement Grant (SIG) Application

Table of Contents

Security Level Structure.....3

MEGS+ Requirements.....4

 Logging into MEGS+4

 Helpful Tips.....4

Adding a New User.....5

Removing a User7

Contact Us.....8

Modifying Users to MEGS+

Security Level Structure

“Agency” Security Role – Agency role controls what actions the contact can perform for that agency. Certain levels are given the ability to initiate applications as well. If a contact is deactivated at this level, the contact will only have lost access to items for this agency specifically.

“Application” Security Role – When a contact is added to an application, the contact is given a role specific to that application itself. By default, authorized officials are given Authorized Official permission in any applications they initiate. Other users must be added to the application and assigned an application role.

NOTE: Level 1, 2 and 4 Security users are assigned to the application security and Level 5 Security users are assigned to application and agency security. Level 5 Security is also the Authorized Official for the agency.

Security Role	Security Level	Access
Application Security	Level 1 Viewer	<ul style="list-style-type: none">View all parts of assigned application, but not save. <p>CANNOT: Input or edit any information.</p>
Application Security	Level 2 Grant Writer	<ul style="list-style-type: none">View, edit and save all pages using normal page access rules.
	Level 3	<ul style="list-style-type: none">Not applicable to SIG applications.
Application Security	Level 4 Application Administrator	<ul style="list-style-type: none">View, edit and save all pages using normal page access rules.Assign lower level Application Security.Change status from Modifications Required to Modifications in Progress.Change status from Grant Funds Available or Plan Approved to Amendment in Progress. <p>CANNOT: Submit an application; assign other Level 4 Administrators.</p>
Agency Security	Level 5 Authorized Official	<ul style="list-style-type: none">Initiate, view, edit, save, submit, and amend applications.Access to all district applications.Manage MEGS+ accounts for district/agency.Add users to MEGS+ and assign agency security role.Add users to an application and assign lower security levels to allow edit or view status.

Modifying Users in MEGS+

Logging into MEGS+

MEGS+ System Requirements

Internet Access

Web Browser

Internet Explorer 8 (preferred)

Firefox 2.0+

Safari 3.0+

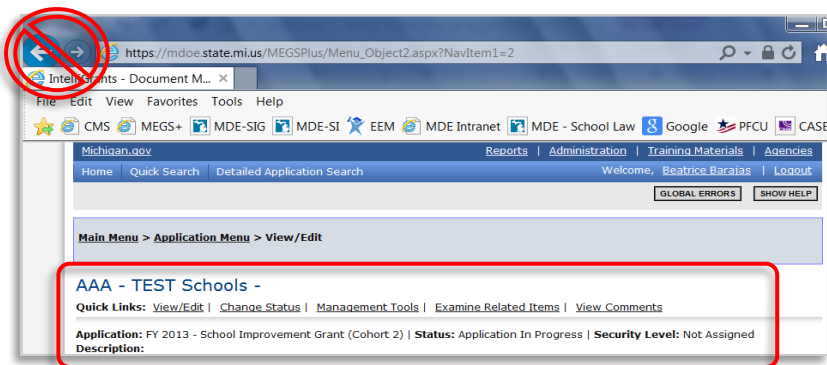
Adobe Acrobat Reader 4.0+

To login to the MEG+ system go to:

<https://mdoe.state.mi.us/megsplus>

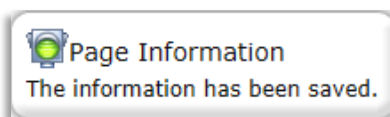
Use the **Login** and **Password** obtained from the MEIS registration process to login. Please note, MEIS password is case sensitive.

You CANNOT log in to MEGS+ until your Authorized Official has entered your MEIS account into MEGS+. Once your MEIS account is entered in MEGS+ you can login. If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.



TIP: Avoid the **Back** and **Forward** buttons in order to always see the latest information.

- It is highly recommended that users use the navigation provided within the application.
- By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the screen.
- The browser's **Back** button will simply load the cached (or saved) version of the screen that exists on the local hard drive as it was the last time the screen was accessed.
- The **Quick Links** are recommended to navigate within MEGS+.



TIP: When saving information, always wait for the icon indicating that the information has been saved before proceeding to the next task.

A screen typically take several minutes to Save.

ALL items with an asterisk (*) are



Modifying Users in MEGS+

Adding a New User

Adding a User to MEGS+

NOTE: Only Level 4 and 5 Security can add users to MEGS+ and assign lower level security.

Click the **Agencies** link located at the top of the screen to view agencies you are assigning. Most will have only one agency available, but some may have multiple agencies.

Select the district link under the **Agency** title to open the **Agency Information** screen.

Click **Agency Contacts** to view all of the users in the agency.

Click **Add Contacts**

Michigan.gov Reports Administration Training Materials Agencies

Home Quick Search Welcome, Kathy Domenico

Main Menu > My Agencies

Agencies

Select an Agency to view the information for that Agency.

Agency Information

Agency	Recipient Code	Role	Active Dates	Assigned By
Battle Creek Public Schools	10000	MEGS: Level 5 Authorized Official	03/31/2011 - open ended	Tkaczyk, Mr. Josh

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

SAVE SHOW HELP

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
All required fields are marked with an *
To add a contact to your agency, select the **Add Contacts** link below.
If a contact has already added his/her information in the system, you can search for the contact.
If you need to add a contact's information into the system, select **New Contact**.
For more detailed instructions, select the **Show Help** button above.

Current Contacts | Add Contacts

Search

Active Status: Active

Partial Name:

SEARCH

Modifying Users in MEGS+

Adding a New User

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
All required fields are marked with an *
To add a contact to your agency select the **Add Contacts** link below.
If a contact has already added his/her information in the system, you can search for the contact.
If you need to add a contact's information into the system, select **New Contact**.
For more detailed instructions, select the **Show Help** button above.

Current Contacts | **Add Contacts**

Person Search

Prior to adding a user to MEG+, the user must have an active MEIS account. To create a MEIS account go to <https://cepi.state.mi.us/MEISPublic/> and follow the directions as indicated on that website.

Click **New Contact** to open the **Add New Contact** screen.

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
Please complete the information below. All required fields are marked with an *.

MEIS Number *

In the **MEIS Number** field, enter the MEIS number of the user you are adding and click **Search MEIS**.

Follow the instructions listed below to add/remove/modify agency contacts. Name and E-mail address must be changed in MEIS, and will be reflected here upon next log-in.

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
Please complete the information below. All required fields are marked with an *.

	Salutation	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
MEIS Account ID	<input type="text"/>				
Date Active	<input type="text"/>		Date Inactive	<input type="text"/>	
Role	<input type="text"/>				


The fields below are required. The information must be entered in the system. However, you may edit the information on the profile page.

This should bring up the users' information. You must assign a **Role** (security level) to the MEGS+ account by selecting from the dropdown menu.

NOTE: To add Level 5 Security users, contact the MDE Grant's Office. Contact information is located on the last page of this document.

Modifying Users in MEGS+

Removing a User

 **IMPORTANT:** Removing a user from MEGS+ will also remove the user from accessing any other applications within MEGS+.

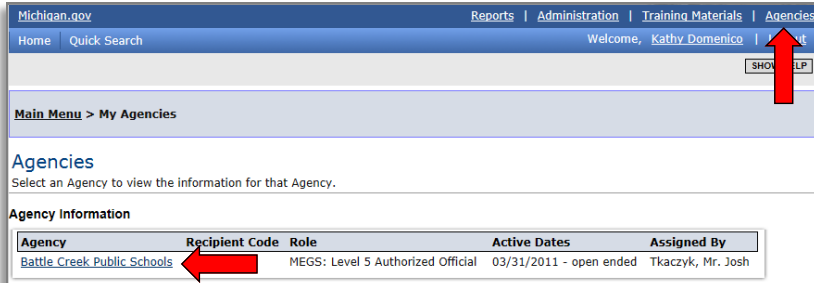
NOTE: Only Level 4 and 5 Security users can remove lower level security users from MEGS+.

Removing a User from MEGS+

Click the **Agencies** link located at the top of the screen to view agencies you are modifying.

Select the district link under the **Agency** title to open the **Agency Information** screen.

In the **Agency Information** screen, click **Agency Contacts** to view all of the users in the agency.



Michigan.gov | Reports | Administration | Training Materials | Agencies

Home | Quick Search | Welcome, Kathy Domenico | SHOW HELP

Main Menu > My Agencies

Agencies

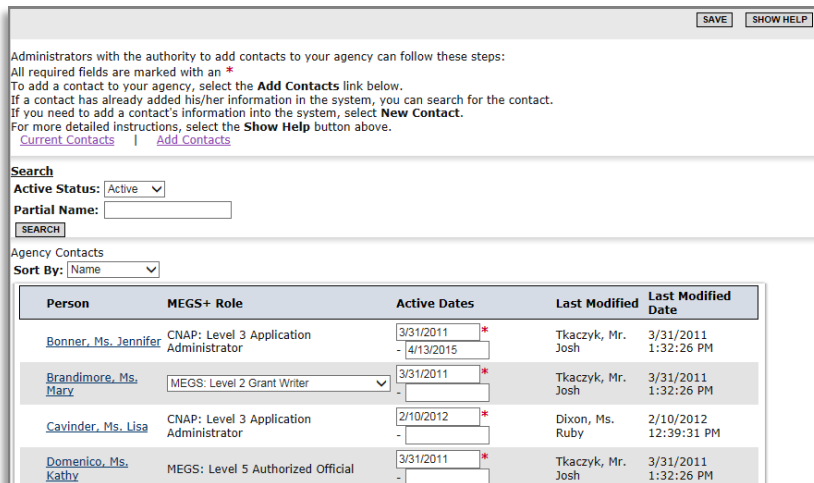
Select an Agency to view the information for that Agency.

Agency Information

Agency	Recipient Code	Role	Active Dates	Assigned By
Battle Creek Public Schools		MEGS: Level 5 Authorized Official	03/31/2011 - open ended	Tkaczyk, Mr. Josh



Agency Information | Agency Contacts | Application/Tasks | Agency Details



SAVE | SHOW HELP

Administrators with the authority to add contacts to your agency can follow these steps:
All required fields are marked with an *
To add a contact to your agency, select the **Add Contacts** link below.
If a contact has already added his/her information in the system, you can search for the contact.
If you need to add a contact's information into the system, select **New Contact**.
For more detailed instructions, select the **Show Help** button above.

[Current Contacts](#) | [Add Contacts](#)

Search

Active Status:

Partial Name:

SEARCH

Agency Contacts

Sort By:

Person	MEGS+ Role	Active Dates	Last Modified	Last Modified Date
Bonner, Ms. Jennifer	CNAP: Level 3 Application Administrator	3/31/2011 * - 4/13/2015	Tkaczyk, Mr. Josh	3/31/2011 1:32:26 PM
Brandimore, Ms. Mary	MEGS: Level 2 Grant Writer	3/31/2011 * -	Tkaczyk, Mr. Josh	3/31/2011 1:32:26 PM
Cavinder, Ms. Lisa	CNAP: Level 3 Application Administrator	2/10/2012 * -	Dixon, Ms. Ruby	2/10/2012 12:39:31 PM
Domenico, Ms. Kathy	MEGS: Level 5 Authorized Official	3/31/2011 * -	Tkaczyk, Mr. Josh	3/31/2011 1:32:26 PM

Enter an end date in the **Active Dates** field to assign the last day the user can access MEGS+ and then click **SAVE**.

Modifying Users in MEGS+

Contact Us

School Improvement Grant (SIG)

Office of Education Improvement and Innovation

(517) 373-4872 or email MDE-SIG@michigan.gov

MEGS+ (Michigan Electronic Grants System *Plus*)

Office of Grand Coordination and School Support Office

(517) 373-1806 or email MEGS@Michigan.gov

MEIS Account (Michigan Education Information System)

EEM (Educational Entity Master)

Center for Educational Performance and Information

517-335-0505 x3 or email cepi@michigan.gov